

California Global Warming Solutions Act of 2006

Data Certification Process and Questions

California Mandatory
GHG Emissions Reporting

California Air Resources Board
May 27, 2009

1

Introduction and Overview

- Introduction
- Facility Registration Review
- Data Entry – Quick Summary
- Certifying Data Submissions
 - Unlocking Your Data
 - Verification Ready Data
- “Submitting” your Report
- General Questions, time permitting

2

Deadlines for Reporting

- 2009: Must report 2008 emissions in 2009
 - See Regulation and Guidance for methods
 - Reports due June 1, 2009
 - Verification is optional, reporting is not
- 2010: Emissions data report must meet full requirements of the regulation
 - Monitoring equipment and procedures should be in place by January 1, 2009
 - Reports due April 1 and June 1, depending on sector
 - Verification is required

3

Completing Reporting

- Register your facility immediately
 - Contact ARB if you do not have access codes (ghgreport@arb.ca.gov)
- Use Step-by-Step Guide(s)
 - <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm>
- Keep working to complete report as soon as possible
- Certify report “submissions” to complete reporting

4

ARB Regulation: Who Reports?

- Cement plants
- Oil refineries $\geq 25,000$ MT CO₂/yr
- Hydrogen plants $\geq 25,000$ MT CO₂/yr
- Electric generating facilities (≥ 1 MW & $\geq 2,500$ MT CO₂)
- Electric retail providers and marketers
- Cogeneration facilities (≥ 1 MW & $\geq 2,500$ MT CO₂)
- Stationary combustion sources emitting $\geq 25,000$ MT CO₂/yr



Intro: California GHG Reporting Tool

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD

Contact Us

Welcome to the California Air Resources Board's Online Greenhouse Gas (GHG) Reporting Tool.

The reporting tool has been designed to meet the needs of companies and agencies reporting GHGs and other information required by the State's mandatory reporting regulation. It also serves as a unified tool for facility tracking and certification of emission reports as well as data verification by third-party verifiers, as required by the regulation.

Because ARB's GHG reporting tool shares its basic software platform with existing reporting and tracking tools developed for U.S. EPA and The Climate Registry, it is also designed to ease transitions to potential regional and national reporting programs in the future.

A User Guide for the reporting tool is available at the California's mandatory reporting web page, at <http://www.arb.ca.gov/cc/reporting/ghg-reg/ghg-reg.htm>.

User Login

User ID *

Password *

Login

Forgot your User ID or Password

Register for an ARB login

To activate a user account for an organization, click the Register button.

Register

Home - Visit ARB Mandatory Reporting Page - Return to Top

Click Register button to set up your Facility and Reporting Tool user login

6

Extensive Help Documents

- Stepwise Reporting Tool Guidance
 - <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm>
- Guidance Documents for questions about calculating GHG emissions
 - <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-guid/ghg-rep-guid.htm>
- Reporting Requirements Summary Slides
 - <http://www.arb.ca.gov/cc/ccei/meetings/meetings.htm>
- Regulation and Staff Report
(includes Regulation and other materials):
<http://www.arb.ca.gov/regact/2007/GHG2007/GHG2007.htm>

Accessing the Tool

- For facilities or entities subject to reporting, contact ARB if access codes have not been received
- For access to Training Site, contact ARB at ghgreport@arb.ca.gov

Reporting Checklist

Initial Steps

1. Prepare for Reporting
2. Register
3. Manage General Facility Information

Step 4-6: Facility Information Module

Steps 7-9: Annual Reporting Module

10. Perform QA Checks & Certify Report

9

Reporting Checklist

Facility Information Module

4. Set up *Emitting Activities*
5. Set up *Devices*, if needed
6. Set up *Generating Units*, if applicable

Annual Reporting Module

7. Report *Fuels and Emissions* Data for *Emitting Activities*
8. Report *Device Level Fuel Use*, if needed
9. Report *Generating Unit* Information

10. Perform QA Checks & Certify Report

10

Step 1 - Prepare for Reporting

- Obtain Facility ID and Access Code
- Review Reporting Tool Primer
 - <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm>
- Review step-by-step guidance for reporting using tool
 - <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghgstepwisegsc.pdf>
- Collect Facility Information

11

Step 2 - Register (a)

- Use ARB ID and Access Code provided by ARB
- You must “Register” first, use the Registration button, not “Login”
- The first person to register is the default Facility Manager
 - Facility Manager certifies data as complete and accurate
 - Two people may be designated as Facility Managers

12

Step 2 - Register (b)

Welcome to the California Air Resources Board's Online Greenhouse Gas (GHG) Reporting Tool.

The reporting tool has been designed to meet the needs of companies and agencies reporting GHGs and other information required by the State's mandatory reporting regulation. It also serves as a unified tool for facility tracking and certification of emission reports as well as data verification by third-party verifiers, as required by the regulation.

Because ARB's GHG reporting tool shares its basic software platform with existing reporting and tracking tools developed for U.S. EPA and The Climate Registry, it is also designed to ease transitions to potential regional and national reporting programs in the future.

A User Guide for the reporting tool is available at the California's mandatory reporting web page, at <http://www.arb.ca.gov/cgreports/ghg-rep/ghg-rep.htm>.

User Login

User ID *
Password *
Login

[Forgot your User ID or Password](#)

Register for an ARB login
To activate a user account for an organization, click the Register button.

Register

Home : Visit ARB Mandatory Reporting Page : Return to Top

13

Step 2 - Register (c)

Register your organization

Complete the information below with the ARB ID and Access Code provided to your organization by ARB. Required fields are indicated by a red asterisk (*).

If you have not received a letter from the ARB and have questions regarding the application, please select the Contact Us link at the top of the page.

Enter Information

Already a User? ☐ **Select No. If Yes (already user) proceed to log in to the GHG Emissions Reporting Tool.**

Organization Type * ☐ **Select "Facility"**

ARB ID * **ARB ID and Access Code for your facility provided by ARB via letter.**

Access Code *

Next **Click Next button to proceed with the GHG Emissions Reporting Tool registration.**

Home : Visit ARB Mandatory Reporting Page : Return to Top

14

Complete User Registration

Enter Information

Mr., Mrs., Ms.
First Name *
Last Name *
Middle Initial
Phone Number *
Fax Number
Company Affiliation
Address *
City *
Country *
State *
Postal Code *

Important: To complete registration, enter a valid email address.

Email Address *
Do not enter email address *
Email Substitution (e.g. B@ Smith)

Create your User ID *
Create your password *
Do not enter password *

Back **Next** **Click the Next button to proceed with user registration.**

Home : Visit ARB Mandatory Reporting Page : Return to Top

15

User Roles and Permissions: Facility Managers and Reporters

- Access and responsibilities
- Facility manager roles and reporter roles
- Two facility managers possible



Facility Information Tabs

Facility Details

Facility Name: ABC Facility

ARB ID: 123456

Access Code: test

Primary Reporting Sector: Hydrogen Plant

Secondary Sectors (hold ctrl to select multiple): Cogeneration Facility, Electricity Generation

NAICS (first 2 digits): 33 - Manufacturing

NAICS: 33121 - Iron and Steel Pipe and Tube Manufacturing from Purchased Steel

Nameplate Capacity (Btu): 2456

Description:

Please indicate below whether you prefer that non-emissions data or information provided in this report be designated as preferred confidential. For definition of preferred confidential, see help text.

Preferred Confidential ☒

Save

Use the buttons at the bottom of each tab to add or modify information.

Home - Visit ARB Mandatory Reporting Page - Return to Top

17

Annual Reporting Initial Screen

CA.GOV California Environmental Protection Agency AIR RESOURCES BOARD

My Profile / Contact Us / Log Out

Facility Annual Reporting Reports

Annual Reporting

View existing submissions by clicking on the Annual Reporting menu and navigating to the home page for Annual Reporting.

Highlight and click on the row in the grid below listing the Submission ID for which you wish to review annual submission data. Then click the Next button.

Select Submissions Click the Filter button to narrow the grid contents.

| Submission ID | Submission Type | Reporting Level | Name | ARB ID | Reporting Year | Submission Create Date | Submission Status |
|---------------|-----------------------|-----------------|-----------------------|------------|----------------|-----------------------------|-----------------------------|
| 241 | Emissions and Fuels | Facility | ABC Facility | 123456 | 2008 | 12/26/2008 | Unverified Preliminary Data |
| 259 | Emissions and Fuels | Facility | ABC Facility | 123456 | 2008 | 12/26/2008 | Unverified Preliminary Data |
| 258 | Emissions and Fuels | Generating Unit | Unit 1 | 123456-001 | 2008 | 01/07/2009 | Unverified Preliminary Data |
| 271 | Energy and Production | Facility | ABC Facility | 123456 | 2008 | 01/11/2009 | Unverified Preliminary Data |
| 273 | Energy and Production | Generating Unit | Unit 1 | 123456-001 | 2008 | 01/11/2009 | Unverified Preliminary Data |
| 301 | Power Transactions | Power Entity | ABC CA Power Co. 1875 | 2008 | 01/19/2009 | Unverified Preliminary Data | |
| 302 | SPR Emissions | Power Entity | ABC CA Power Co. 1875 | 2008 | 01/19/2009 | Unverified Preliminary Data | |

Click on the row in the grid listing the submission you would like to select.

Page 1 of 1

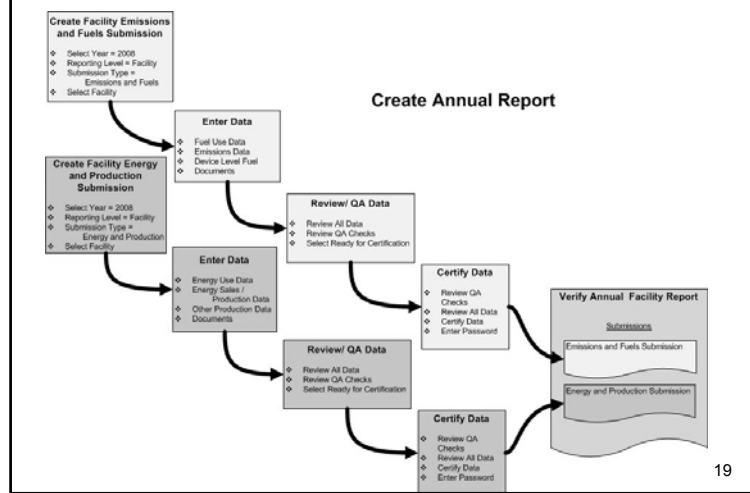
Next

Click the Next button to view the selected submission.

Home - Visit ARB Mandatory Reporting Page - Return to Top

18

Summary of Reporting Flow



New Features: Reports & Export

Report Generator

- "Report" link in blue bar on top of page
- Provides emissions summaries
- Provides details of all entered data
- Will help data review process
- Output to pdf, Excel, or csv file
- Do not submit output to ARB – Certified data in the tool is your submittal

Export

- Export data in grids to Excel
- Helpful if many records are entered

20

* Quick Tool Demo *

Review
Registration Process
Set Up of Facility Info
Reports
Questions Following
Certification Slides

21

For Details: Reporting Resources

- Training Videos – For each sector
 - <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm>
- Step-by-Step Guides
 - <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm>
- Regulation Guidance
 - <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-guid/ghg-rep-guid.htm>
- ARB Staff

22

Certification of Reported GHG Data Submissions

23

Certification of Data Why Certification is Needed

- Certification ensures data integrity
 - Facility manager certifies data as accurate and complete
- Certification “locks” data to create a stable data set
 - Necessary for verification so data are not unexpectedly updated during verification process
 - Needed to provide stable reports to support annual reporting, fees, cap & trade programs
- Changes permitted under certain situations prior to verification opinion

24

Certification of Data: Key Terms

| Reporting Step | Possible Submission Status | Description |
|----------------|--|---|
| Report | Unverified Preliminary Data | Status when a facility user has saved draft emission records, but before the entry of all emissions values are complete or QA checks are completed. |
| | Pending Certification | Status when the facility user (Reporter or Manager) has completed entry of emissions for that facility and completed QA checks. |
| Certify | Certified - Unverified Locked Draft Data | Status when Manager certifies that the data are complete and accurate. Reporter is 'locked' out of the data report. <u>Manager can unlock data.</u> With ARB approval, the verification body is added by the Reporter to have access to view the data report. |

25

Certification of Data: Key Terms

| Reporting Step | Possible Submission Status | Description |
|----------------|----------------------------|--|
| Verify | Verification Ready | System changes status to "Verification Ready" when all associated submissions = "Unverified Locked Draft Data." This status enables the Verifier to view data associated with the organization. Data locked to Manager and Reporter. Reporting complete for 2009 submittal, unless verifying data. Data locked. |
| | Revisions Requested | Status when verifier has requested changes be made to the data. |
| | Verified | Status when the lead verifier has indicated that the verification is complete (positive or adverse). |
| Final | Final Data | Status when the ARB accepts all data for a reporting year and makes emissions data available to the public. |

26

Understanding Submissions

- Submissions are created and accessed through "Annual Reporting" tab on blue top bar
 - Shortcut: After submissions are created, they can be quickly accessed through the red "Facility and Unit Submissions" tab on the Facility Information page
- Submissions contain data expected to change and be updated annually
 - Emissions and Fuels: Fuel use, estimated emissions, fuel parameters, "device"-level fuel use, etc.
 - Generating Units: Electricity or cogeneration units
 - Energy and Production: Electricity purchased, energy production, hydrogen, efficiency metrics, etc.
- Submissions linked to defined facility Emitting Activities, Generating Units, Devices

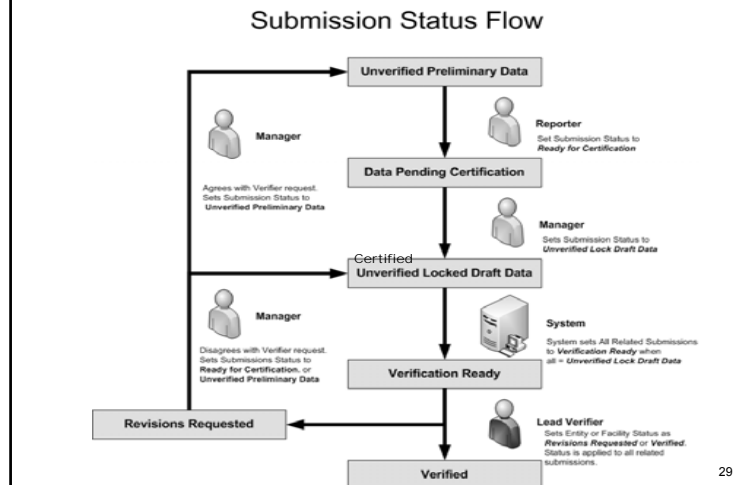
27

Certifying Submissions

- Each submission must be individually Certified by a Facility Manager
 - Submission must have status of "Data Pending Certification" set by Reporter or Manager to be Certified
- Individual certifications required because each submission might be created or entered by different users
- Manager doing certification must review QA checks prior to certification
- Certification possible with QA "Warnings" but "Failure" status will prevent certification or certification-ready status

28

Certification of Data: Overview



1a. Review Emissions and Fuels

- Can be performed by either Reporter or Manager
- Must review QA checks to set "Data Pending Certification"

1b. QA Check Review

- Can still certify with "Warning" messages, but review
- Must fix "Failure" errors before "Ready for Certification" allowed
- Device warnings can generally be ignored for now

2a. Certifying Submissions

- Performed by Manager only
- Select the Certify option
 - Select the Unlock option to "unlock" certified data
- Select the submission to be certified
- Click on continue

2b. Certifier QA Check Review

- Facility Manager performing "Certification" must also review QA checks
- If QA checks okay, click on Continue

Review Submission QA Checks

Submission ID: 230
 Submission Status: Unverified Preliminary Data
 Reporting Year: 2008

Facility Name: ABC Facility
 AER ID: 123456

QA Checks with a Criticality of "Failure" will not allow you to proceed. You may proceed past QA Checks with a Criticality of "Warning".

| Record ID | Field | Type | Conditioning Activity Name | Criticality | Check Number/Description |
|-----------|-----------|------|----------------------------|-------------|---|
| 001 | Regulator | Fail | Model Data | Warning | You have not reported the activity but use for this test. |
| 002 | Regulator | Fail | Model Data | Warning | You have not reported the activity but use for this test. |
| 003 | Regulator | Fail | Model Data | Warning | You have not reported the activity but use for this test. |

Click the Continue button to proceed with certification of this submission.

33

2c. Certify the Submission

- Summary of data in submission is shown
- If ready to certify, select: "Certified – Unverified Locked Draft Data"
- Enter password and submit

Review Annual Emissions and Fuels Submission

Use this page to report and review annual emissions and fuels data.

The table below allows you to report and review the following data: 1) Emissions Activity Data, 2) Emissions Data, 3) Emissions Unit Data, and 4) Supporting Documentation.

Submission ID: 230
 Submission Status: Data Pending Certification
 Reporting Year: 2008

Facility Name: ABC Facility
 AER ID: 123456

| Submission ID | Submission Type | Submission Status | Submission Title | Submission Date |
|---------------|----------------------------|-----------------------------|------------------|-----------------|
| 230 | Annual Emissions and Fuels | Unverified Preliminary Data | ABC Facility | 2008 |

Click the Continue button to proceed with certification of this submission.

2d. Certify All Submissions

- Repeat QA and Certification for all facility submissions
- Status changes to "Verification Ready" when all submissions certified
- Reporting complete when "Verification Ready"

Certify Annual Emissions and Fuels Data

Use this page to select a submission for which to certify. Highlight and click on the row in the grid listing the annual submission you wish to select, and then click the Continue button.

The Submissions grid below contains one annual submission for each facility, or generating only with which you are currently associated and that have been marked with a Status of "Pending Certification". Use the Search/Filter buttons to the right to refine your search. Use the Export Data button under the grid to get a report of the information contained in the grid.

Click the Filter button to narrow the grid contents.

| Select Submissions | Submission ID | Submission Type | Status | AER ID | Reporting Year | Submission Create Date | Submission Status |
|--------------------|---------------|----------------------------|-----------------------------|--------|----------------|------------------------|-----------------------|
| 01 | 230 | Annual Emissions and Fuels | Unverified Preliminary Data | 123456 | 2008 | 2008-05-27 | Pending Certification |

Click on the row in the grid listing the submission you would like to select.

Only submissions whose status has been changed to "Pending Certification" will display in this grid.

Click the Continue button to proceed with certifying this submission.

Reporting Tool Data Certification Demonstration

- See Reporting Tool Users Guide for detailed instructions
- Chapters 9 & 10
- <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghgtoolusersguide.pdf>

36

Registration and Certification Questions?



37

General Reporting Questions?



38

Possible Questions

- Locked out after 3 login attempts
- Changing data after certification
- Configuring a facility with electricity Generating Units and other sources
- Determining the primary and secondary sector

39

Immediate Next Steps

- Register Before June 1 (important!)
 - Contact ghgreport@arb.ca.gov if you have lost your codes or need codes
- See Step-by-Step guides
 - <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm>
- Enter facility information, fuel use, emissions ASAP
- Run QA checks, review report output
- Certify all Submissions to finish reporting process; status to "Verification Ready"

40

ARB Contacts

General Email Address for Questions
ghgreport@arb.ca.gov

Richard Bode – Chief
Emissions Inventory Branch
rbode@arb.ca.gov
(916) 323-8413

Doug Thompson – Manager
Climate Change Reporting Section
dthompson@arb.ca.gov
(916) 322-7062

GHG Mandatory Reporting Website
<http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm>



Staff Contacts

General Reporting & GSCs, Patrick Gaffney
pgaffney@arb.ca.gov (916) 322-7303

Cogeneration, Renée Lawver
rlawver@arb.ca.gov (916) 323-0296

Cement, Michael Gabor
mgabor@arb.ca.gov (916) 324-1847

Refineries & Hydrogen Plants, Byard Mosher
bmosher@arb.ca.gov (916) 323-1185

Electric Power Sector, Pamela Burmich
pburmich@arb.ca.gov (916) 323-8475

Verification Lead, Rajinder Sahota
rsahota@arb.ca.gov (916) 323-8503

